

MECHANICAL ENGINEERING DEPARTMENT  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MD 21402

7 January 2003

From: Course Administrator, EM472: Mechanical Engineering Design  
To: Students Enrolled in EM472  
  
Subj: Highlights and Design Money

### HIGHLIGHTS

Highlights will serve as one of the means by which design team progress will be monitored throughout the semester. The team leader will prepare and submit them using the specified format according to the schedule in the syllabus. Highlights will provide an ongoing record of the teams work and will be made up of three sections discussed below. The format to be followed is attached to the end of this handout.

The first section will summarize the activity on the project for the previous week. The second section will forecast the progress that will be made on the project during the coming week. For both of these sections each team members name will be listed followed by a brief summary of that members activities. These sections should refer to the project Gantt chart to establish where the project stands relative to the proposed schedule. The third section will be a summary of the weeks expenditure of design money. This section will also contain a running total for all the design money expended on the project to date. In addition to the design money, this section will also report the expenditure of any M.E. Department money used to purchase project supplies.

**Teams should note that department money can only be requested and obtained through the course instructors. No expenses will be reimbursed on an after the fact basis.**

It is suggested that team leaders institute their own policies regarding team member Highlights. This will prove extremely helpful in the preparation of the teams Highlights.

Unless directed otherwise by your instructor, highlights will be due at your regularly scheduled weekly meeting with your instructor.

### DESIGN MONEY

During this semester we will be another kind of money in association with the design project, Consulting Dollars. Each team will be given an allocation of \$1000 of consulting money. This money is used to purchase consulting services from the faculty. The charging rate that will be used for these services is \$100/hr, and is charged in 1/2 hr increments. This means that the team will be charged \$50 for each half hour or part thereof. Each team leader is responsible for budgeting and tracking the teams expenditures. A summary of the consulting effort will be included with the weekly Highlights.

The course instructors can be consulted for no charge. The purpose for instituting this payment policy is not to discourage interaction between the students and the faculty, but to give the teams additional responsibilities in resource management and to provide a more realistic project environment. In addition, it should also force teams to be organized and have a specific purpose when they approach a Professor for help. If during the semester a team exhausts its allocation, additional funds can be requested. However, the granting of these funds will be dependent upon the team's stewardship of its initial allocation.

Richard E. Link  
Assoc. Professor

MEMORANDUM

07 JAN 03

From: Group Leader, Team/Project Name

To: Instructor

Subj: Highlights for week ending \_\_\_\_\_

1. Previous Week

Midn Name - Task(s) and progress made

(Time Spent)

Midn Name - Task(s) and progress made

(Time Spent)

2. Coming Week

Midn Name - Task(s) to be undertaken

Midn Name - Task(s) to be undertaken

3. Budget

Expenses previous week

Expenses to date

Balance Remaining

Team Leader Signature